

	Current
\times	Proposed

POSITION STATEMENT

1. POSITION	INFORMATION				
CIVIL SERVICE	CLASSIFICATION:	WORKING TITLE:			
Staff Services	s Manager I	WIOA Policy Unit Manager			
NAME OF INCL	JMBENT:	POSITION NUMBER:			
vacant		283-401-4800-976			
OFFICE/SECTI	ON/UNIT:	SUPERVISOR'S NAME:			
WIOA Policy Unit State Plan and Policy		Ashley Anglesey			
DIVISION:		SUPERVISOR'S CLASSIFICATION:			
Policy, Legislation, and Research Branch		Staff Services Manager II			
BRANCH:		REVISION DATE:			
California Wor	kforce Development Board	8/30/2022			
Duties Based	on: ⊠ FT □ PT– Fraction	☐ INT ☐ Temporary – hours			
2. REQUIRE	MENTS OF POSITION				
Check all tha	t apply:				
□ Conflict of I	nterest Filing (Form 700) Required	☐ Call Center/Counter Environment			
☐ May be Re	quired to Work in Multiple Locations	☐ Requires Fingerprinting & Background Check			
☐ Requires D	MV Pull Notice	☐ Bilingual Fluency (specify below in Description)			
☐ Travel May	be Required	☐ Other (specify below in Description)			
Description of	f Position Requirements:				
(e.g., qualified Ve	eteran, Class C driver's license, bilingual, freque	ent travel, graveyard/swing shift, etc.)			
none					
3. DUTIES A	ND RESPONSIBILITIES OF POSI	ΓΙΟΝ			
Summary Sta (Briefly describe	atement: the position's organizational setting and major f	unctions)			
Under the general direction of the Staff Services Manager II (SSM II) of the Policy and Legislation Branch, the Staff Services Manager I (SSM I) ensures that the State Plan and Policy Unit conducts in depth research, development, and implemenation of policy guidance related to the state public workforce development system in accordance with the federal Workforce Innovation and Opportunity Act (WIOA). The SSM I also leads the development and publication of California's Unified Strategic Workforce Development Plan (State Plan). Additionally, the SSM I cooridnates with internal staff to ensure the tracking, analysis, and development of workforce development legislation, as assigned. The incumbent leads coordination efforts with other California Workforce Development Board (CWDB) divisions and external entities such as the Employment Development Department (EDD) and the Local Workforce Development Boards. The incumbent provides leadership in creating an environment providing a team approach to problem solving and continual improvement processes within the State Plan and Policy					
Unit. Percentage	Essential Functions				
of Duties	Localitar i anottorio				

Staff Services Manager I

Policy Development

35%

- Utilizes indepth review and analysis of federal statutes, regulations, and ongoing stakeholder input forums to develope staff knowledge of WIOA.
- Utilizes advanced analytical skills and the ability to compile and synthesize federal and state guidance to train State Plan and Policy Unit staff.
- Directs the development and implementation of Policy Directives that are issued to Local Workforce Development Boards throughout the state in order to comply with federal and state statutes.
- Oversees and manages all WIOA policy research, development, and implementation for the State Plan and Policy Unit.
- Maintains full knowledge of the State Plan, and coordinates with WIOA Title partners and CWDB core partners on changes in federal and state guidance in order to mitigate any impacts to CWDB policies and programs.
- Establishes and maintains effective relationships with internal and external stakeholders to
 ensure the development of partnerships in order to develop and implement the State Plan
 and Directives.

Legislative Development

30%

- Under the direction of the Policy and Legisaltive Manager, monitors and tracks legislative bills and concepts, including proposed state and federal legislation, regulations, codes, and guidelines relating to workforce development by using legislative tracking resources, including, but not limited to, CapitolTrack, LegInfo and the Daily Files.
- Oversees and manages the development of bill analyses, enrolled bill reports, legislative
 proposals, and legislative language by researching and synthesizing information from
 various legislative resources. Legislative resources include, but not limited to, legislative
 staff, policy and budget committee staff, and stakeholders, ensuring that state legislation
 impacting the CWDB and related state workforce development programs are coordinated
 and monitored to reflect the positions of the CWDB and the Labor and Workforce
 Development Agency.
- Utilizes legislative knowledge and experience to train State Plan and Policy Unit staff on the legislative process, and the development of bill analyses, enrolled bill reports, and bill proposals.

Supervisory Work and Team Development

15%

- Reviews written assignments for quality, clarity, and accuracy, and provides feedback and training to staff to ensure that analysis, processes, and standards are being met.
- Under the direction of the State Plan and Policy Manager, plans and organizes the
 activities of the State Plan and Policy Unit staff to ensure assignments are developed
 timely, at the required quality, and reflect direction provided by US Congress, US
 Department of Labor, California Labor and Workforce Development Agency, California
 State Legislature, and CWDB Leadership.
- Fosters a supportive work environment that includes the participation of staff in the planning and improvement of work processes.
- Participates in CWDB Management Team activities and decision-making processes to support the goals and objectives of the Policy, Research and Legislation Branch.
- Provides information and advice to the State Plan and Policy Manager on policy decisions, and ensures that plans are made and implemented for meeting organizational goals and objectives.

Staff Services Manager I

Position Number

283-401-4800-976

	Administrative and Personnel					
15%	 Administrative and Personnel Ensures the success of the branch by working with managers and staff to establish work plans, track progress of deliverables, and provide day-to-day supervision and mentorship in accordance with appropriate bargaining unit contracts and the California Department of Human Resources (CalHR) laws and rules. Reviews staff performance, prepares timely probationary reports, develops individual development plans, and issues corrective action materials as necessary. Ensures the continuous professional development of staff by scheduling regular individual staff and team meetings, informs staff of approporiate trainings, and provides the most current personnel resources. Participates in the recruitment process by developing and editing position statements, conducting hiring interviews, and retaining complete hiring packages. 					
Percentage of Duties	Marginal Functions					
5%						
4. WORK EN	NVIRONMENT (Choose all that apply)					
Standing: Occ	casionally - activity occurs < 33%	Sitting: Continuously - activity occurs > 66%				
Walking: Occasionally - activity occurs < 33%		Temperature:Temperature Controlled Office Environment				
Lighting: Artifi	cial Lighting	Pushing/Pulling: Not Applicable - activity does not exist				
Lifting: Not Applicable - activity does not exist		Bending/Stooping: Not Applicable - activity does not exist				
Other: Click h	ere to enter text.					
Type of Environment: ☐ High Rise ☐ Cubicle ☐ Warehouse ☐ Outdoors ☐ Other:						
Interaction with Customers: □ Required to work in the lobby □ Required to work at a public counter □ Required to assist customers on the phone □ Other:						
5. SUPERVISION EXERCISED: (List total per each classification of staff)						
Click here to enter text.						
6. SIGNATURES						
Employee's Statement: I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Position Statement.						
Employee's Name:						
Employee's Signature: Date:						
Supervisor's Statement: I have reviewed the duties and responsibilities of this position and have provided a copy of the Position Statement to the employee.						
Supervisor's N	Name:					

Civil Service Classification

Position Number 283-401-4800-976

Staff Services Manager I

Supervisor's Signature: Da	te:					
7. HRSD USE ONLY						
Personnel Management Group (PMG) Approval						
□ Duties meet class specification and allocation guidelines.	PMG Analyst Initials	Date Approved				
☐ Exceptional allocation, STD-625 on file.	dmg	11/9/2022				
Reasonable Accommodation Unit use ONLY (completed after appointment, if needed)						
If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation (DE 8421) form and submit to Human Resource Services Division (HRSD), Reasonable Accommodation Coordinator.						
List any Reasonable Accommodations made:						

Supervisor: After signatures are obtained, make 2 copies:

- Send a copy to HRSD (via your Attendance Clerk) to file in the employee's Official Personnel File (OPF)
- Provide a copy to the employee
- File original in the supervisor's drop file